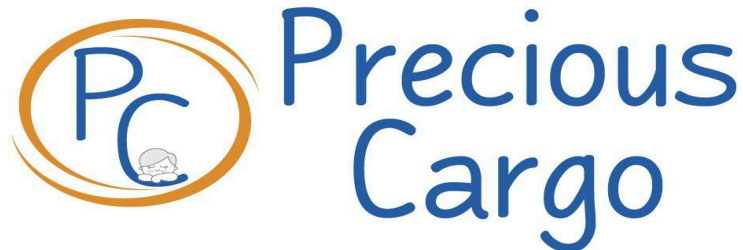


PARENT HANDBOOK



Preschool & Childcare

Monday-Friday: 6:30am-5:30pm

ATWATER SITE

Mallori Dugan

6785 Waterloo Rd.
Atwater, Ohio 44201
(330)597-1073

FAX: 877-354-2097

atwater@preciouscargochildcare.org

SEBRING SITE

Brittany Call

1120 North Johnson Rd.
Sebring, Ohio 44672
(330)938-1120

FAX: 877-354-2097

sebring@preciouscargochildcare.org

ALLIANCE SITE

Rockne Flugan & Isabella Belt

975 Commonwealth Ave.
Alliance, Ohio 44601
(330)680-4043

FAX: 877-354-2097

alliance@preciouscargochildcare.org

HARTVILLE SITE

Samantha Michna

414 South Prospect Ave.
Hartville, Ohio 44632

FAX: 877-354-2097

hartville@preciouscargochildcare.org

DISTRICT MANAGER: Sara Rausch (330)227-4866 district@preciouscargochildcare.org

WELCOME TO OUR PRECIOUS CARGO FAMILY!

PHILOSOPHY

Precious Cargo is committed to providing safe, quality care to children from birth through 12 years old. We encourage the children who come to our center to learn through play and exploration of the world around them. Our teachers work to provide plenty of opportunities for their students to learn on their own, as well as planning structured activities so that the children can expand on their interests and acquire new ways to learn.

Upon enrollment in our center, we assume the responsibility of giving your child the tools to help them to develop both mentally, physically, and educationally. We ask that you assume the responsibility of working with us as a team to ensure success. Precious Cargo seeks to provide an enjoyable learning experience. If you ever have any concerns about your child's development, adjustment, or progress, please let the administrator know so that we can address the needs of your child and produce a plan to move forward. Precious Cargo has an open-door policy, and we encourage our families to visit our facility.

You will have the opportunity to talk to your child's teacher at either drop-off or pick-up each day. If you would like additional time or appointments, please contact the administrator. The administrator's hours are posted by the office. If the administrator is unavailable, you can contact them privately via the "admin only" message feed on Brightwheel.

ENROLLMENT & REGISTRATION

Enrollment is offered for full-time positions only. Spots are available on a first-come-first-serve basis if there is adequate availability. There is a non-refundable registration fee of \$75 per child due at the time of enrollment. This is a one-time fee that holds your child's spot for up to 1 week until they start. All required registration documents must be complete and returned prior to your child's first day. If you qualify for PFCC assistance, the enrollment fee is paid by ODJFS.

TUITION & FEES

Tuition rates are weekly and are due regardless of attendance as we hold your child's spot during their absence. We do not offer daily or part-time rates. Tuition rates do not change for holidays or safety closures, as our staff receive these as paid. Tuition is due every week that your child is enrolled. There are 2 exceptions: 1. If your child is ill and required to be out for 5 consecutive days, then there will be a 50% discount on tuition for that week of care. You must submit a doctor's note that states the child cannot return for at least 5 days. 2. Each family is given 1 week of vacation time per year that your child(ren) does not attend, and you will not owe tuition. We ask for a 1 week notice when using vacation time so that billing plans can be adjusted.

Payments can be made through the Brightwheel app or cash/check to the office. You will have access to your payment history via the Brightwheel app. Your year end tax statements will generate late January and be accessible here as well.

The daily rate for school-age children on non-school days such as snow days or holidays when school is closed but PC is open, is an additional \$40/day plus their normal weekly tuition. For full weeks of non-school days such as spring break, the full-time summer rate will be charged.

Please note that PC cannot offer all day care for school-age children for individual reasons when school is in session (i.e., suspension, etc.).

Check payments that are returned will apply a \$60.00 return check fee.

LATE PICK-UPS: Our staff have families at home and are happy to end their shift and go home to them. We understand that uncontrollable circumstances arise and sometimes things happen. If you will be after hours picking up your child(ren), we ask that you let us know via Brightwheel or a phone call. The fee for late pick-ups is as follows: 1-3 times \$1/min/child, 4-5 times \$5/min/child, 6+ times \$10/min/child and disenrollment will be considered. This fee is due in cash, to the employee(s) who stayed past closing with your child(ren). We appreciate you considering our staff members' time.

Weekly Tuition Rate Sheet

Classroom/Age Group	Full Time (base rate)	Full Time (prepaid rate)
INFANT (6 wks-18 mos)	\$416	\$305
TODDLER (18 mths-3 yrs)	\$379	\$280
PRESCHOOL (3-5 yrs)	\$337	\$240
SCHOOLER school year (5 yrs+)	Before: \$93 After: \$106 Both: \$199	Before: \$75 After: \$85 Both: \$135
SCHOOLER summer camp (5 yrs+)	\$304	\$225

PLEASE NOTE: Our prepaid tuition rates are to be paid on Friday of each week for the following week of care. If payment is not received by 5:30 pm on MONDAY of each week, the base rate will be applied. Once an account becomes 1 week past due, your child can no longer attend until your account is brought back to current. If there is a current waitlist for your child's classroom, their spot will be given to the next in line. Tuition is the same every week, regardless of attendance unless you are informed otherwise by administration.

BRIGHTWHEEL

We use the Brightwheel app as a tool to record your child's day and to communicate with our families. Upon enrollment, you will be sent an invite to download and join the app. It is free for families. Brightwheel will allow you access to daily logs for your child(ren). There is a messaging feature that allows parents to correspond with staff and administration. Parents who are separated should note that both parties can see all messages, so email should be used for private household matters. While we value communication, our staff are not expected to respond to Brightwheel messages outside of business hours, so please note that responses outside of those times are not guaranteed. Brightwheel also offers a feature to make payments with a credit card or your bank account information.

This app should be the only way that you communicate with employees regarding your child and their care at PC. Please do not contact employees on any other apps/social media platforms to discuss your child's care. This is prohibited for employees.

GUIDANCE

All children, except for school-agers (see below), will be always within sight and hearing of a staff member throughout the day. Baby monitors, video cameras, monitors, or walkie-talkies will never be used to satisfy this rule.

RATIOS

Child ratios are always maintained throughout the day.

Group	Age	Ratio	Max Group Size
Young Infants	0-12 months	1:5, 2:12	12
Older Infants	12-18 months	1:6, 2:12	12
Young Toddlers	18-30 months	1:7	14
Older Toddlers	30-36 months	1:8	16
Young Preschoolers	3-4 years	1:12	24
Older Preschoolers	4 years-Kindergarten	1:14	28
School-agers	Kindergarten- 12 years	1:18	36

During naptime, if all children are laying down, the ratio may be doubled if there are enough staff members in the building to cover the full ratio if a child needs to get up for any reason (infant classrooms are excluded from doubling ratio).

*note: ratios will be lower for 40% of our classrooms to fulfill a requirement for Step up to Quality. (Birth–12 months: 2:10, 18–30 months: 1:6 or 2:12, 30–36 months: 1:7 or 2:14, 36–47 months: 1:11 or 2:22, 48 months–<school age: 1:13 or 2:26, Kindergarten–age 14: 1:17 or 2:34)

GUIDANCE

All children, except for school-agers (see below), will be always within sight and hearing of a staff member throughout the day. Baby monitors, video cameras, monitors, or walkie-talkies will never be used to satisfy this rule.

SCHOOLAGE CHILDREN

School-age children may run errands inside the building or use the restroom alone or in groups without adult supervision as long as the following conditions are met: 1. Children are within hearing distance of a teacher. 2. The teacher in charge of them checks on them every 5 minutes until they return. 3. The restroom or any areas they may run an errand to is for the exclusive use of the center and not a shared space.

PUBLICLY FUNDED CHILDCARE

If you receive county assistance, it is important that you tap your child(ren) in and out every day upon arrival and departure. This is how we bill ODJFS for your child's tuition each week and these payments are how we pay our staff for their hard work. Failure to keep up with your taps will result in responsibility for self-pay tuition or termination.

If there are any corrections that need to be made, administration will notify you. If corrections are not made within 24 hours, you will be subject to a \$5/day fee. Attendance cannot be submitted for payment until it is complete so, it's very important that your taps stay current and are corrected within a reasonable timeframe. Please be aware that consistent lack of tapping in and out could result in the loss of your childcare benefits. It is your responsibility to notify ODJFS of any changes such as employment, change in compensation wage, address and/or phone number. It's important that you submit your recertification upon notice because if there is a break in coverage, you will be responsible for self-pay tuition payments.

Your child must attend a minimum of 33 hours per week. Each child is given 20 absences per 6-month period from ODJFS. Absences are used when your child is absent and doesn't meet their weekly hour requirement. Once the absences are used, if the weekly attendance requirement is not met, you will be responsible for the difference in tuition from the amount received by ODJFS. For this reason, it's important that absences are used sparingly.

ARRIVAL/DEPARTURE

Upon arrival, please take your child to their classroom and have them wash their hands immediately. Please make sure that their teacher is aware that your child has arrived - even if your child is a school-ager. Children are not permitted to travel throughout the facility at pick-up or drop off times unaccompanied by an adult. Their safety is always our first priority, so supervision is of high value.

When picking up your child(ren), we ask that you go to each child's classroom so that the teacher knows you are here and can discuss any events from the day and so the teacher knows the child is leaving for the day, with an approved adult. Children will only be released to someone who has been given permission to pick them up by a parent/guardian in writing and on file. Anyone who is picking up should have proper ID to show the teacher so that they are able to confirm and release the child. It's so important that a child isn't released to someone they shouldn't be. Please always be ready to show ID in case there is a substitute or a new teacher. If there are any special custody arrangements with your child, you must provide the center with a copy of the court papers indicating who has permission to pick up the child(ren). *We are not permitted to deny a parent access to their child unless proper documentation is provided and on file.*

Arrival from Other Programs: at times, it may be necessary for a child to arrive at the center from another program such as a school district or half-day program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child was scheduled to arrive that day, and then we will contact the program the child was to arrive from. It is extremely important that you contact the center whenever the child is not going to be attending on a normally scheduled day; it causes panic with our staff when children don't arrive when expected.

**note: it is the parents responsibility to notify any other programs of absence. Bus drivers get frustrated when they make a trip for only 1 child and they arrive and the child is absent.*

SCHOOL DELAY/CANCELATIONS

PC will be open to schoolers all day when school is closed for vacations, delays, and/or cancellations. We appreciate you letting us know that your child will need additional care as

soon as you know as we have to make last minute changes to our day to accommodate the extra children. An additional charge will be applied to your weekly bill each day the child is there full days during the school year. Closing the center will be up to administration and will only be done for the safety of the children and or when state licensing requires that we do so (i.e., loss of power, inclement weather etc.).

NAP TIME

All children are required to have a quiet rest time on their cot everyday. They are not required to sleep but they are required to lay on their cot with quiet activities, without being physically aggressive with our staff. Our staff are not permitted to force children to sleep. If your child is unable to sleep or stay on their cot quietly, we will require that you change their schedule to a half day and they must be picked up by 12:30pm daily. It's important that the children who require the nap have the opportunity to do so. Families will be given a 3 day grace before a half-day schedule change is required. If your child is exhibiting extreme behaviors during nap time (yelling/screaming, physically aggressive with staff, destructive like throwing their cot or other furniture, etc.), the child will be discharged for the day and must be picked up within 1 hour. After 3 early discharges, the child will be required to transition to a half-day schedule. *If your child is a non-napper our facility may not be the best fit for your child.

TRANSITIONING

When we feel that your child is ready to transition to the next classroom, you will be given a transition plan developed for your child. This plan will include the beginning and ending date of the transition period and include a schedule for the child to be in each room. The parent will need to sign the plan before the transition process can begin. Parents may also request to have their child transitioned. These requests will be honored if it is determined that it is in the best interest of the child and that there is available space in the next room.

MEALS

PC will provide breakfast, lunch, and an afternoon snack following the recommended food requirements meeting one-third of the recommended dietary allowance and maintaining compliance with CACFP (Ohio department of Educations, child and adult food program) guidelines. Meals will be served on a block schedule that may be subject to change. Please ask at the time of enrollment for the current block schedule for meals. Meals will only be served during the scheduled times. If your child will arrive after a meal, please plan to feed your child the missed meal at home prior to arrival so your child can have a successful day on a full stomach.

If your child has any modified diets or food supplements, please notify administration prior to your child's first day; these will be handled on a case-by-case basis. Due to the risk of other children getting a medication not intended for them, we do not permit any beverages or foods with medication added to them. Your child will need to receive the dose at home, or you can sign a form for us to administer the medication directly from the storage container.

We only serve the children milk and water at our facility. Please do not send juice or chocolate milk with your child. We appreciate the children coming with a water bottle every day, labeled with their name.

FIRE, TORNADO, & EVACUATION PROCEDURES

The center has devised several procedures to follow if an emergency occurs. In the event of a fire or tornado, staff will follow the procedures posted throughout the center. Tornado, fire, and lockdown drills are held monthly at varying times of the day so that all teachers and children have a chance to practice what needs to be done, if one of these emergencies occurs. Records of these drills are maintained and located in the administrators office.

If we need to evacuate the building for any reason, a sign will be posted on the front door of where your child will be, and parents will be contacted as soon as possible to come pick the child(ren) up. If you cannot be reached, we will proceed to call your emergency contacts. Any person, including parents, will need to provide ID when picking up your child(ren) from another location. *This is why it is so important that we always have accurate phone numbers on file where someone can be reached.*

SAFETY & FIRST AID

Every possible measure is taken to make the atmosphere at PC a safe one. If an incident occurs where we think your child should receive medical attention, staff will contact you or your designated contacts. If we do not receive an answer or if we feel as though it is an emergency, we will call for emergency transportation.

All staff members are certified in first aid, CPR, communicable disease, and child abuse and there is always a complete first aid kit available. In case of a dental emergency, the staff will locate the missing tooth and follow the directions posted in each room.

Anytime an accident, injury, or incident occurs that requires first aid treatment, or emergency transportation, the center will complete an incident/injury report for the parent to sign. Copies of these reports can be requested, otherwise, they will be stored in the child's personal file.

MEDICATION

PC will administer medication with proper permission and medical documentation. If medication is not in the original container (with the prescription label if applicable), including instructions, dosage, and times to give the medication, it cannot be kept on the premises and PC will not administer. We can only follow the label on the bottle for dosage and age. The label must list your child's age and dosage. If it states "see a doctor" for dosage, we cannot administer the medication unless your doctor completes the required form.

A medication form must be filled out for each medication, and prior to the first dose. If the medication does not NEED to be given at the time the child is in attendance, we will ask that you administer it at home. Examples: Antibiotics to be given morning and night can be given while at home, so we will not administer the medication. Medications cannot be given to bring down a fever per state licensing regulations. Under no circumstance can any medications/topical products be kept in a child's bag. All of these products must be directly handed to a staff member at drop-off so they can be stored securely. If we are not administering the product, please do not bring it/have it in your child's bag.

School-agers will only be permitted to carry their own inhalers if we have a doctor's note on file stating that the child needs to always have it on their person and that they know how to use it properly.

Diaper creams and sunscreens can be given continuously for a year if they are being used as a preventative measure. Upon enrollment, parents can sign a document to allow PC to administer desitin (provided by the center) as the child needs it.

School-aged children can carry and use their own lotions and topical products.

*note: please be sure to check expiration date. It is very common for us to be given an over the counter medication to administer that is expired. We are not permitted to administer expired medications.

ILLNESS & COMMUNICABLE DISEASE

If your child isn't feeling well, but is not showing signs of a communicable disease, such as a cold, stomachache, fever, etc., they may attend the center if they are able to participate in daily activities. *We reserve the right to send a child home because of a non-communicable disease.*

All staff members in the building are trained in the common signs of communicable disease and they will observe each child daily as he or she enters the group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by rule 5101:2-12-31 of the Administrative Code.

The Ohio Department of Human Services Communicable Diseases Chart is posted near the front office. In the event that a staff member suspects a child of having a communicable disease, the center shall immediately notify the parent or guardian of the child's condition and require that the child is seen by a Dr. Anytime a child is discharged with a suspected communicable disease, a doctors note must be submitted.

We also will send home any teacher that shows signs of communicable disease and call in a substitute teacher. If we have an instance of communicable disease, we will post a notice on Brightwheel to all classrooms who were exposed.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his or her parent or guardian:

- Temperature of 100 degrees or higher accompanied by other symptoms
- Diarrhea (more than 3 abnormally loose stool within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Lack of taste or smell
- Evidence of lice, scabies or other parasitic infections

Please do not bring your child to the center if they have any of these symptoms. If your child is sent home from school, per licensing rules- they cannot return until they are symptom free and or 24 hours fever free WITHOUT the aid of medicine. Illness spreads quickly. Please be courteous of the other children and families who come to our center. It's important that our staff stay healthy too, so they are able to care for your children. We appreciate you keeping your ill child home.

If your child has lice they cannot return until he/she has been treated and is nit and egg free. If your child has a communicable disease (pink eye, chicken pox, measles, etc.) he or she may not attend the center without a doctor's written permission for return date. Re-admittance following a communicable illness requires that a child be free of symptoms and have a doctor's excuse. All items used by the child will be disinfected before use by another child. Parents shall be notified of any instance of disease affecting the children at the center. In addition, we will immediately report such disease to local health officials. We will also distribute educational literature dealing with children's health issues. Please be considerate of the children by making other arrangements for your child when you suspect he/she may be sick. It will help us to keep all of our children and staff healthy.

When parents are contacted to pick up an ill child, the child must be picked up within an hour of initial contact. You must submit a doctor's note with a date when they are able to return to school upon returning to the center.

IMMUNIZATIONS

At this time, we DO NOT accept children who are not immunized. If your child is in the process of being immunized, please notify the administrator prior to your child's first day. Every child must have on record at the center an immunization record of the following: Chicken Pox, Diphtheria, Haemophilus Type B, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal Disease, Poliomyelitis, Rotavirus, Rubella, Tetanus.

The record shall include the month, day, and year of each immunization. Alternatively, a statement from the physician, PA, APRN, or CNP that the child: has been immunized, is in the process of being immunized, is unable to receive the immunization because of medical contraindication, or is unable to receive the immunization because of the child's age.

DAILY PROCEDURES

Each week, there will be a lesson plan posted for parents. The classroom's daily schedule includes time for developmentally appropriate structure. This includes the developmental domains; Cognitive, Social-Emotional, Approaches towards Learning, Physical, and Language. The lesson plan will be posted in Brightwheel every Monday and near every classroom door. Infants, Toddlers, and Preschoolers are required to nap for 1-2 hours. You must take your child's nap items home every Friday to be washed and returned on Monday. If your child doesn't nap, they may be offered quiet activities to do on their cot. We are not permitted to make children stay awake if they want to nap. If you request that your child not take a nap, they will need to be picked up by 12:45 p.m. every day. No toys from home are permitted in the center unless requested by the teacher.

OUTDOOR PLAY

Outdoor play is included in our daily schedule for all Toddler, Preschool, and Schoolers. It is also available to the infant class if they can take all the infants out safely. Please send your children with the proper clothing so that they are as comfortable as possible when we go outside. State licensing requires that the children are given an outdoor experience every day if the temperature falls within their range. We will limit the amount of time children are outside when the temperature is extremely high or exceptionally low. We will not take the children outside when the temperature (including wind chill and heat index) drops below 25°F or rises above 85°F. We encourage exploration so please do not send your child in expensive shoes or clothes. On days that we cannot go outside, we will provide time for gross motor activities indoors. If you feel your child should not go outside because of their health, then they are too sick to be at the center and should stay home.

*NOTE: FLIP FLOPS ARE A SAFETY HAZARD ON THE PLAYGROUND. YOUR CHILD MUST HAVE ALTERNATE SHOES TO WEAR THAT HAVE A BACK TO ACTIVELY PLAY ON THE PLAYGROUND.

An annual sunscreen fee of \$5/child will be due at the end of April (or upon enrollment if enrolling a child during the summer season). Due to the difficulty of administering several different types of sunscreen on 50+ children, we will only allow an alternative sunscreen to be provided by the parent if it is due to an allergy or condition.

HOLIDAY CLOSURES

PC will be closed for the following holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, New Year's Eve. If one of these holidays falls on a Saturday or Sunday, we will close on a Friday or Monday, respectively. Accounts will not be credited for holidays as our staff receive holiday benefits.

PC will be closed on the third Friday in April and October every year for staff Professional Development Days.

DISCIPLINE

There will be absolutely no punishment that is considered cruel, harsh, or unusual. Spanking, physical restraint and confinement of a child will not be utilized. We use the following four checkpoint questions when evaluating whether discipline will be necessary: Is the child harming themselves? Is the child harming someone else? Is the child misusing learning material? Is the child disrupting the environment? If the answer is yes to any of these four questions, the child will be redirected. If redirection is not effective, the following steps will take place for every time the offending behavior occurs: The child will be asked to change the behavior, the child will be given a verbal warning of timeout if the behavior is not corrected, timeout (1 minute for every year of the child's age), a conference with the parent will be called if repeated timeouts are used unsuccessfully. Suspension may be required at the discretion of the administrator. **Please note that in cases of severe behavior struggles, a behavior plans, parent meetings, and referral follow-through within 30 days are referral are required in order for the child to stay enrolled.** Our staff will work together as a team to complete a plan for consistent poor behavior. It's important that parents work with us as a team to achieve results.

DISENROLLMENT

It is never our first decision to disenroll a child. Please note that in rare cases, children's misbehavior or developmental needs are an immediate threat to the staff or other children in the center and there are cases that require a different setting and or a behavior professional. Should the risk to other children, or the child with needs, be determined to be great, immediate dismissal from the program may be necessary such as expulsion or under some circumstances a short suspension from the center may be warranted.

In these scenarios parents will be notified by phone or email to come to the center and meet with an administrator. Parents will be provided with a written report and options regarding care and referrals will be discussed. All suspensions and expulsion decisions are made by the administrator.

WITHDRAWAL

If you wish to withdraw your child from our center for any reason, you must provide a written two-week notice. If you do not provide a two-week notice, we will assume your notice is the first two weeks your child is not in care, and you will be charged for those two weeks of tuition. We will not reserve a spot for your return, and you will be required to submit another registration fee in the event that you re-enroll. Upon withdrawal from the center you have the option to transfer your child's record to a new facility upon request.

PRIVATE PAY ABSENCES

We require that you call your child off every day they will not attend and are regularly scheduled to. To avoid a \$5 call-off fee, please call your child off each day by 9am so that we can have accurate meal counts for the day. Please note that tuition is due regardless of attendance (holidays, sick days, etc.) as our staff are still required to report and we hold your child's spot until their return. We appreciate you not sending your child to school if they are ill to help ensure the health of their friends and teachers!

VACATION

We ask for notice of a vacation 1 week prior. With the proper notification, we offer either 2 weeks of vacation time at 50% tuition cost or 1 week of vacation time at no tuition cost. Please be sure to clarify to administration which option you are choosing when notifying us of your upcoming vacation time. Because we do not offer daily rates, vacation time can only be granted a full week at a time.

SCHEDULE/CALL-OFFS

All children are permitted to attend up to 9.5 hours per day and parents are required to give us weekly or monthly schedules that must be followed. If you need to change hours or days, it's important that you notify the administrator as soon as possible so that ratio coverage can be ensured. We schedule staff according to the children who are scheduled to be at the center at any given time of the day, so we must have accurate schedules from you so that we remain within ratio. If the schedule provided is consistently different than what the child is actually attending, and/or the attended hours exceed the maximum amount permitted, we may request an updated and accurate schedule or charge a \$5/child/15 minutes or \$10/child/30 minutes scheduling fee. Ratio correlates to supervision adequacy, so adhering to ratios is important. If

the schedule provided is consistently different than what the child is actually attending, we have the right to dismiss your child or charge a \$5/child/half hour schedule fee. Call offs should be made by your child's scheduled drop-off time for that day's attendance. If a call-off is not received by 9am each day, a \$5/child/day fee will be applied.

We have a drop-off policy of no later than 9:30am so all children must arrive before 9:30am. If you have an appointment, please notify the administrator ahead of time, otherwise, a child dropped off after the cut-off time will not be permitted to stay.

TRANSPORTATION

PC does not offer transportation. All children enrolled must have transportation to and from the facility each day. The children will not leave the property at any point of the day unless there is a disastrous emergency in which we will walk to our secondary location next door or the schoolers have a scheduled field trip that is within walking distance.

WATER ACTIVITIES/SWIMMING

PC does not permit any child to participate in any swimming activities. Daily water play may be available in small sensory bins in the classroom or on the playground that will not exceed 10 inches in depth.

SCREENING/ASSESSMENTS

PC will conduct screenings on all children, every 6 months, until they begin kindergarten. The results will be used for lesson planning in the classroom. Referrals will be sent home when the results show a need for further intervention. Assessments are completed two times per year and results are shared with families during parent teacher conferences. The results of screenings and assessments are how we identify each individual child's strengths and weaknesses to ensure we are facilitating growth.

STAFF

All staff participate in continuous in-service education and studies for professional advancement in accordance with the state-licensing department. This enables them to remain alert to the ever-changing needs of today's families.

Each member of our staff meets the qualifications set by the state and is encouraged to stay current on child development and early childhood education through in-service training and local continuing education programs. Our staff realizes that children learn through behavior modeling and that respect must always be shown for the children, other staff members, as well as the environment, if we expect the children to behave respectfully. We encourage open communication for all staff, parents, and children. We strive to always employ at least 1 substitute teacher. This teacher will be trained in all classrooms to provide adequate supervision and be able to meet the needs of the children.

CLEAN AIR & LANGUAGE

Precious Cargo feels strongly about the air your child breathes. Smoking/vaping is strictly prohibited on the property (in the building, the playground area, or the parking lot). Appropriate language is always expected while on center property. We ask that adults be mindful of their language when on site, for many little ears are always listening. For the safety of our children, only one warning will be given for smoking/vaping on site before administration asks you to not return to the property.

ADA

PC will administer medication to children with disabilities in accordance with the child's documented medical/physical care plan for childcare. Prior to caring for a child with a disability, PC will ensure staff have been properly trained regarding any necessary procedures for the child.

NURSING & PUMPING

Breastfeeding mothers may nurse and/or pump in the infant room. Other accommodations will be made upon request if necessary.

DONATIONS

Donations are always appreciated. We always have families in need who could benefit from any help from others.

DAILY CLASS SCHEDULES

INFANT

6:30-7:30	Arrival/free choice play
7:30-8:30	Morning snack/social skill enhancement
8:30-9:00	Diaper changes/books
9:00-9:30	Circle time
9:30-10:30	Breakfast
10:30-11:00	Diaper changes
11:00-11:30	Daily lesson (craft, sensory, fine motor)
11:30-12:00	Large motor/outdoor play
12:00-1:00	Lunch/diaper changes/story time
1:00-2:45	Naptime
2:45-3:15	Diaper changes
3:15-4:15	Afternoon snack/social skill enhancement
4:15-5:00	Large motor/outdoor play
5:00-5:30	Departure/free choice

Infants tend to make their own schedules, so the above daily schedule is a general schedule. Each infant has the flexibility to set their own schedule. As they get older, we try to encourage them to align their schedule to the toddler room, which makes the transition easier when the time comes. At 12 months old we start transitioning into the toddler schedule and introduce age-appropriate expectations. Diapers are changed every 2 hours unless otherwise requested by parents.

Parents are responsible for supplying enough diapers for their child every day. You may leave an extra sleeve of diapers at the center at a time so that you don't have to bring in more every day. We ask that you make sure your infant has at least 2 full sets of clothes on site. PC will provide Huggies Fresh brand wipes for all children.

You will need to provide enough bottles for your child each day. Everything that you provide that goes into your infant's mouth must be labeled with the child's initials and date to be consumed. For breast milk, the bottle must also contain the date the milk was pumped. We will only serve infants milk and water.

We are not able to rinse or wash your bottles. Please send enough for each day, already prepared and labeled. If there are not enough bottles for your child, you will be called to bring in additional bottles for the remainder of the day or come pick up your child.

Each child will use the same crib every day. The cribs are sanitized every Friday and sheets cleaned as soiled or every Friday. We provide a bin under your child's crib that holds extra diapers and extra clothes. Blankets are not permitted in cribs for infants under 12 months old (sleep sacks are permitted). Binky strings, teething necklaces, clothes with hoods, and loveys are also not permitted. It's very important that absolutely no medications or topical products are left on site in your infant's diaper bag.

TODDLER

6:30-7:30	Arrival/free choice play
7:30-8:30	Morning snack/social skill enhancement
8:30-9:00	Diaper changes/books
9:00-9:30	Circle time
9:30-10:30	Breakfast
10:30-11:00	Diaper changes
11:00-11:30	Daily lesson (craft, sensory, fine motor)
11:30-12:00	Large motor/outdoor play
12:00-1:00	Lunch/diaper changes/story time
1:00-2:45	Naptime
2:45-3:15	Diaper changes
3:15-4:15	Afternoon snack/social skill enhancement
4:15-5:00	Large motor/outdoor play
5:00-5:30	Departure/free choice play

We check diapers every 2 hours unless otherwise requested by parents. Parents are responsible for supplying enough diapers for their child every day. You may leave many diapers at the center at a time so that you do not have to bring in more every day. If toddlers are potty training, they are expected to wear easily accessible clothing and pull ups. If your toddler is potty training, multiple outfits are greatly appreciated. We take potty breaks every 30 minutes while potty training. This is also a time when we work on independence in the bathroom, so

pullups are important. Sometimes children aren't ready to potty train when we think they are. So, if our employees are potty training a child and they aren't seeing any progress after a reasonable amount of time, they will have a conversation with the child's parents and set a new timeline to revisit. It's important that we don't push the children before they are ready as it can make it more difficult to have success when they are ready. We always want potty training to be a positive experience!

We ask that all children have one full set of extra clothing onsite, a water bottle every day *labeled with their name* and a blanket for napping (which will be sent home every Friday to be washed and returned on Monday). All children will have their own labeled cot. These will be sanitized every Friday. Binkies are strongly discouraged in this classroom but will be permitted during nap time only with a plan to transition off it.

Biting is to be expected because of limited vocabulary, however, repetitive biting will constitute a conference with a parent to come up with a plan to change the behavior that will be implemented at both school and at home to correct this behavior. If after an acceptable period, the biting continues, your child may be dismissed for the safety of the other children. If a child bites 3 times in one day, they will be discharged for the day.

PRESCHOOL

6:30-7:30	Arrival/free choice play
7:30-8:30	Morning snack/social skill enhancement
8:30-9:00	Free choice centers
9:00-9:30	Circle time
9:30-10:30	Breakfast
10:30-11:00	Daily lesson (craft, sensory, fine motor)
11:00-11:30	Large motor/outdoor play
11:30-12:00	Music & movement
12:00-1:00	Lunch/story time
1:00-3:00	Naptime
3:00-4:00	Afternoon snack/social skill enhancement
4:00-5:00	Large motor/outdoor play
5:00-5:30	Departure/free choice play

We ask that all children have one full set of extra clothing onsite, a water bottle every day *labeled with their names* and a blanket for napping (which will be sent home every Friday to be washed and returned on Monday). All children will have their own labeled cot, which will be sanitized every Friday.

SCHOOL-AGE (before & after school)

6:30-7:30	Free choice play
7:30-8:00	Breakfast
3:45-4:15	Afternoon snack
4:15-4:45	Homework
4:45-5:30	Departure/gross motor/outdoor play

The bus arrival time will be given to the parents at the beginning of the school year or when a new student begins. School district rules and expectations will be enforced here at our facility. Violence and bullying will not be tolerated. We look to our school-agers to be positive role models for the younger children.

SCHOOL-AGE (full day)

6:30-7:30	Arrival/free choice play
7:30-8:30	Morning snack/social skill enhancement
8:30-9:00	Free choice centers
9:00-9:30	Circle time
9:30-10:30	Breakfast
10:30-11:00	Daily lesson (craft, sensory, fine motor)
11:00-11:30	Large motor/outdoor play
11:30-12:00	Music & movement
12:00-1:00	Lunch/story time
1:00-3:00	Group activities/private reading
3:00-4:00	Afternoon snack/social skill enhancement
4:00-5:00	Large motor/outdoor play
5:00-5:30	Departure/free choice play

We ask that all school agers have one full set of extra clothing onsite and a water bottle *labeled with their name*.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the center.

The administrator and each employee of the center is required, under section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public child's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their child, evaluation of the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

WE CAN'T WAIT TO MEET YOU! 😊



PARENT HANDBOOK ACKNOWLEDGEMENT

I have read and reviewed the parent handbook for Precious Cargo and understand the policies.

Name of child(ren): _____

Name of parent(s): _____

1. I understand that weekly tuition is my responsibility and that tuition/co-pays must be paid every Friday, for the following week of care, regardless of attendance.
2. I understand that if I qualify for assistance, it is my responsibility to tap my child(ren) in and out every day in order for PC to receive tuition reimbursement. I understand that if taps are missed, I have 24 hours to correct them before a \$5/day fee is applied to my account.
3. I understand that there will be an annual tuition increase at the beginning of every summer.

INITIAL AS APPLICABLE:

_____ I applied for childcare assistance with ODJFS on ____/____/____

_____ I already have childcare assistance with ODJFS

_____ I will be receiving funding for foster/kinship care

_____ I will be self-pay

PARENT SIGNATURE

DATE